

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

For: County Offices

**December Reports and Reminders**

Approved by: State Executive Director



**1 Report Policy**

**A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

**2 Action**

**A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

<b>Disposal</b>	<b>Distribution</b>
February 1, 2005	County Offices



**Administrative Reports**

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
Within 3 days of election	Summary Ballots of Community Elections, FSA-669B 15-AO (Rev. 4) Par. 157A <i>ALL COUNTIES</i>
December 26	Election Information and Media Outreach Report, AO-157R 15-AO (Rev. 4) par. 240-249
December 31	Annual Emergency Evacuation Plan, MS-588R 31-AS (Rev. 2) Par. 116E

**Compliance/ Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
December 3	Crop Compliance Data Report – Part 6, 2-CP (Rev. 15).
December 10	FSA-569 Activity Report, 6-CP (Rev. 2), Par. 605 and Exhibit 1. This report should cover activity from November 1 through November 31. Negative reports are <b>NOT REQUIRED</b> .
December 10	FFSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2), Par. 801 and Exhibit 1. This report should cover activity from November 1 through November 31. Negative reports are <b>NOT REQUIRED</b> .

**Conservation Reports**

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

<p><b>Reports</b> Conservation Section by the dates listed below:</p> <p><b>Date</b></p>	<p><b>Report</b></p>
<p>December 1</p>	<p>Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.</p>
<p>December 1</p>	<p>GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).</p>
<p>December 10</p>	<p>Final CRP Managed Haying and Grazing Report (2-CRP, Par. 292)</p>

**Farm Loan Programs Reports**

The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

<p><b>Date</b></p>	<p><b>Report</b></p>
<p>December 5</p>	<p>CCC-42 UCC Filing and Search Charge Tracking Report OK Notice FLP-484</p>
<p>December 25</p>	<p>Borrower Training Report OK Notice FLP-406</p>
<p>December 7</p>	<p>CCC-42, UCC Filing and Search Tracking Report of November activity, OK Notice PS-395/OK Notice FLP-484. Send this report ATTN: Merrily Gaston, FLP. Negative Reports are REQUIRED. Note: If possible, combine the UCC activity for FP/FLP on the same CCC-42 submitted for the COF.</p>

**Outreach Reports** The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are <b>NOT REQUIRED</b> .

**Price Support Reports** The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
December 7	Commodity Loan/ LDP Spot Check Report for November. Negative Reports are <b>REQUIRED</b> .
December 7	CCC-42, UCC Filing and Search Tracking Report of November activity, OK Notice PS-395/OK Notice FLP-484. Send this report ATTN: Merrily Gaston, FLP. Negative Reports are <b>REQUIRED</b> . Note: If possible, combine the UCC activity for FP/FLP on the same CCC-42 submitted for the COF.

**Production Adjustment Reports** The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
December 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless country provides a report.

**Administrative Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of December:

<b>Reminder</b>
Copy of COC Organizational minutes to STO within 3 days of meeting. 15-AO (Rev. 4) Par. 157B
Prepare SF-52's on incoming and outgoing COC members.
Recommendation for Appointment for Minority Advisor to COC due January 15
Employees cannot have a negative Annual Leave balance at the end of Pay Period 27. 17-PM, Rev 2. Par. 56C

**Compliance/  
Peanut Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of December:

<b>Reminder</b>
none

**Conservation Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of December:

<b>Reminder</b>
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 <sup>th</sup> of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions. (2-CRP, Part 6)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS. (Notice GRP-3)
December 10, 2004, is the final date for reporting CRP managed haying and grazing acreage to the STO. (2-CRP, Par. 292)

WRP cropland acres are to be updated on an annual basis by December 31<sup>st</sup>. {2-CRP (Rev. 4), subparagraph 69 B}

**Farm Loan Programs Reminders**            The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of December:

<b>Reminder</b>
DDs shall obtain and review monthly Guaranteed reports.
Farm Loan Managers shall submit report on “Accounts Greater than 10 Years Past Due” by January 10
Farm Loan Managers shall submit report, “Accounts 5 to 10 Years Past Due” by January 10
Farm Loan Technicians shall submit Exhibit A, “Monitoring Use of 51-S Flags” (OK Notice FLP-365) to the respective Legal Servicing unit <b>no later</b> than the last workday of each month.

**Price Support Reminders**            The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of December :

<b>Reminder</b>
none

**Production Adjustment Reminders**            The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of December:

<b>Reminder</b>
QBOP Overpayment Registers must be run every 60 days.